Think One Team International

Toolbox User Manual

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Welcome

Welcome to the Think One Team International Toolbox. The Toolbox is part of our blended learning solution to help embed, practice and reinforce learning from Think One Team International (TOTI) programs.

You will use the toolbox as part of our blended learning approach.

Before you attend a workshop you will need to complete the Warm-Up

The Warm-Up includes some information about the program, possibly a diagnostic, which is generally a short questionnaire, and some self-reflection to be completed prior to attending the workshop. By doing the quick warm-up activities you'll be ready for the workshop.

To have access to the Workshop Agenda

You can find the agenda in the warm up section.

Once you have completed a workshop the Toolbox is in your hands….

Go to the workout section in programs to:

- ✓ Get access to the tools used within your workshop
- ✓ Do a quiz to see what you've learnt
- ✓ Go to the Team space to work with your team

Why go to the Toolstore?

There are loads of tools for you to use. The Toolstore is packed with Think One Team tools; they are focused on Teamwork, Leadership, Performance and Change.

The tools are really easy to use if you follow the instructions. If you wondering what tool to use, search by subject.

Just remember you don't have access to all the tools, just the ones that are associated with your program and some tools we think everyone should use.

What's in Team Space?

Team Space is packed with resources to use with the team. You can;

- ✓ Set your team goals
- ✓ Review the diagnostics from the workshop
- ✓ Share some thoughts and documents with your team
- ✓ Do a tracker to review what is happening in your team
- ✓ Do some coaching with your team
- ✓ Your Facilitator will send your links from there to support you in the Workout phase.

The Toolbox is yours, use the tools, share with your team and reflect on how you are applying what you learnt in the workshop.

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Login/ Logout

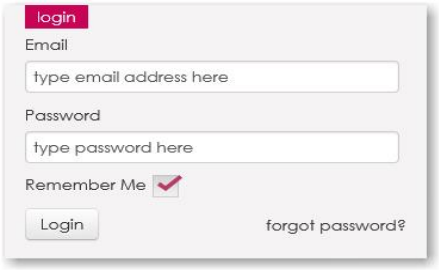
When you start, you will receive an email from us to advise of your registration and let you know the program you are doing is ready for you to start the Warmup.

You will receive another email from us with your login details which include your email and password.

To login, please go to www.thinkoneteamtoolbox.com and use your email address and password to login.

We recommend you change your password to something meaningful to you. Using the left hand navigation select Personal Profile to change.

Welcome to the Think One Team Toolbox
An online cloud based platform to create a One Team Culture in your organisation
THINK ONE TEAM
INTERNATIONAL



To logout at any stage, click the logout button that appears in the header banner of every page shown in yellow here:

logout
sonia@thinkoneteam.com
Welcome to the Think One Team Toolbox
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INTERNATIONAL

Landing page

This is the Toolbox landing page – from here you navigate the entire Toobox.

logout
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Welcome to the Think One Team Toolbox
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THINK ONE TEAM INTERNATIONAL
Programs
A wide range of programs to apply One Team principles. Programs are delivered via a Blended Learning Solution to embed learning in the workplace.
Diagnostics
Program Diagnostics provide the baseline measures to ensure that activities target the greatest needs.
Toolstore
A range of Think One Team Tools is available to lead, build and connect teams. There are tools to help improve yourself, improve your team and improve collaboration.
Team Space
Use this space to work with your team, confirm goals, track progress and share information.

Think One Team International are an Australian headquartered company which trains leaders, teams and facilitators to apply one team skills and tools to achieve breakthroughs in individual, team and organisation productivity and performance.

The Toolbox is a cloud-based learning platform designed to support leaders, team members and facilitators to gain the most from Think One Team programs. It is accessible to anyone undertaking one of our programs.

Click on Programs, choose the program you have been assigned to and get started with a diagnostic. View your work-shop agenda and on completion of your program, view the tools online.

The Toolbox features five sections plus an extensive administration section that enables facilitators and coaches to support and tailor the learning experience.

Sitemap

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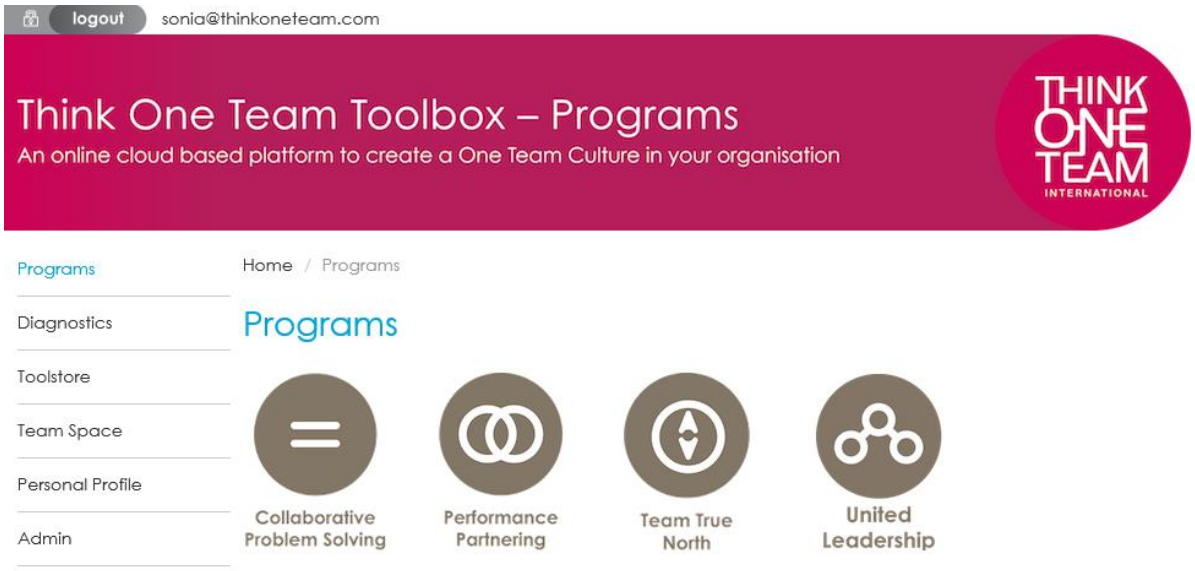
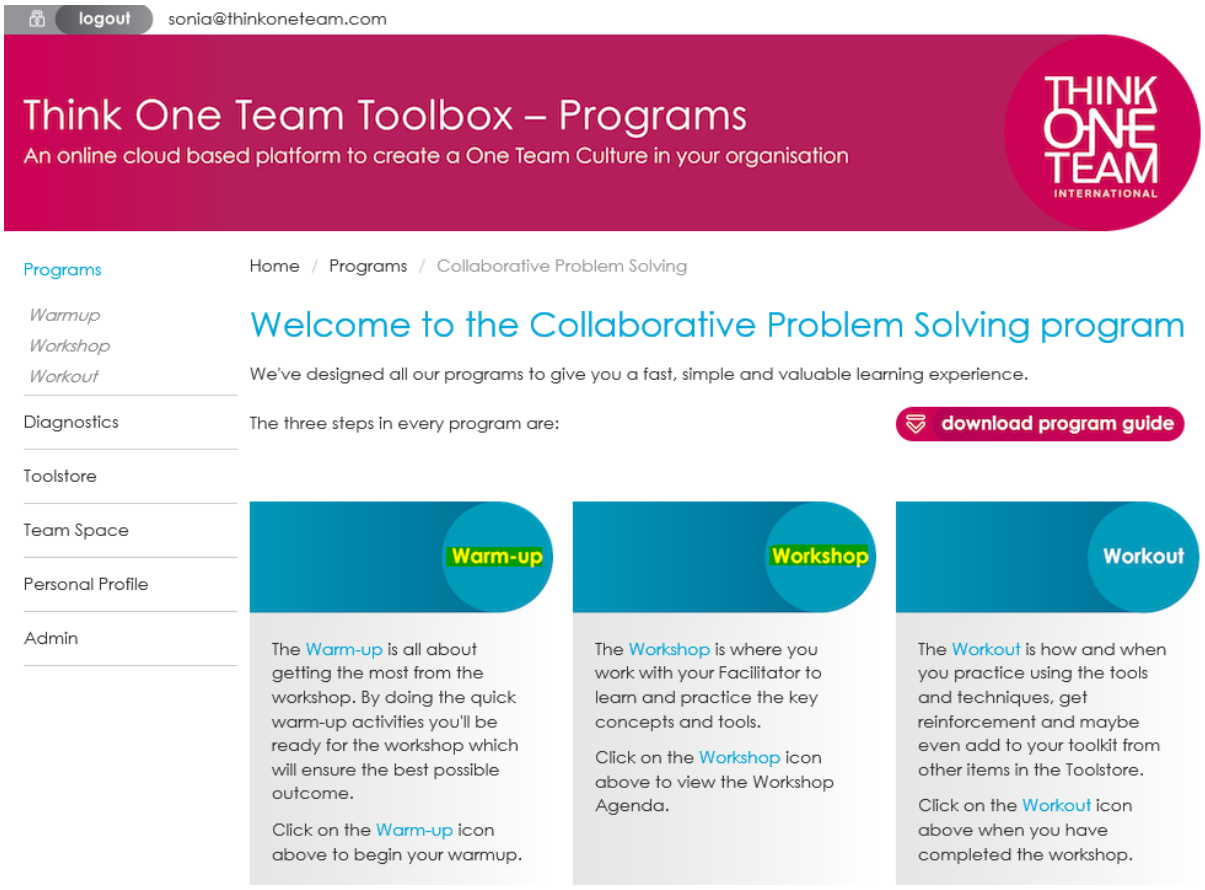
Programs

Think One Team have five programs and counting. You will only be able to access the program which you have been assigned to.

If you have forgotten which program you are doing, click on the highlighted program.



This is the first page of your program. Initally you will ONLY have access to the Warm Up and Workshop section.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Home / Programs / Collaborative Problem Solving
Welcome to the Collaborative Problem Solving program
We've designed all our programs to give you a fast, simple and valuable learning experience.
The three steps in every program are:
download program guide
Warm-up
The Warm-up is all about getting the most from the workshop. By doing the quick warm-up activities you'll be ready for the workshop which will ensure the best possible outcome.
Click on the Warm-up icon above to begin your warmup.
Workshop
The Workshop is where you work with your Facilitator to learn and practice the key concepts and tools.
Click on the Workshop icon above to view the Workshop Agenda.
Workout
The Workout is how and when you practice using the tools and techniques, get reinforcement and maybe even add to your toolkit from other items in the Toolstore.
Click on the Workout icon above when you have completed the workshop.

Warm-Up

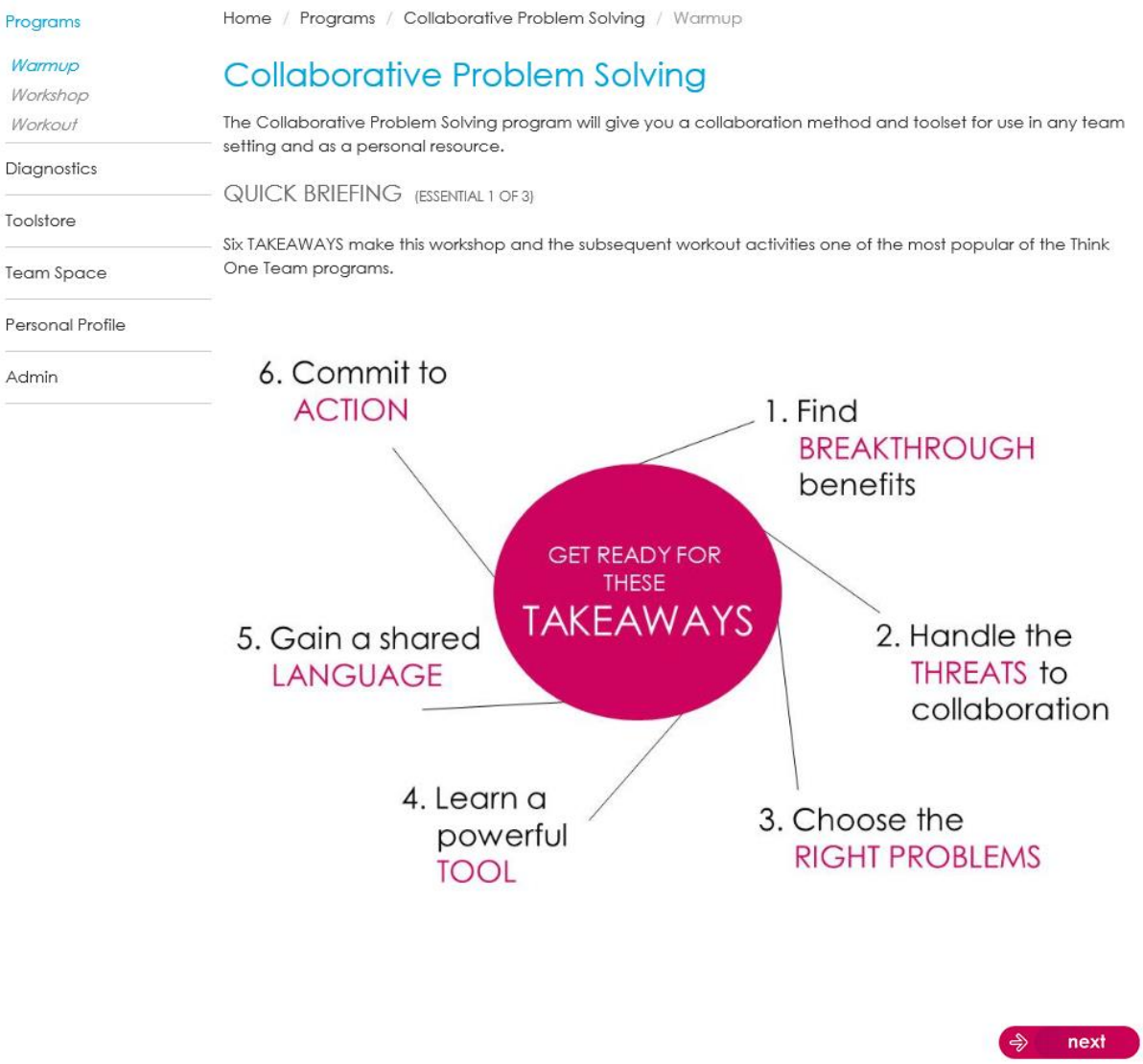
You will need to complete your Warm-Up prior to attending the Workshop. When you login for the first time, you will only have access to the program warm up section.

There are three stages to the warm up

Essential 1 of 3 Read the quick briefing

Essential 2 of 3 Complete the diagnostic

Essential 3 of 3 Consider the few questions to bring to the workshop for discussion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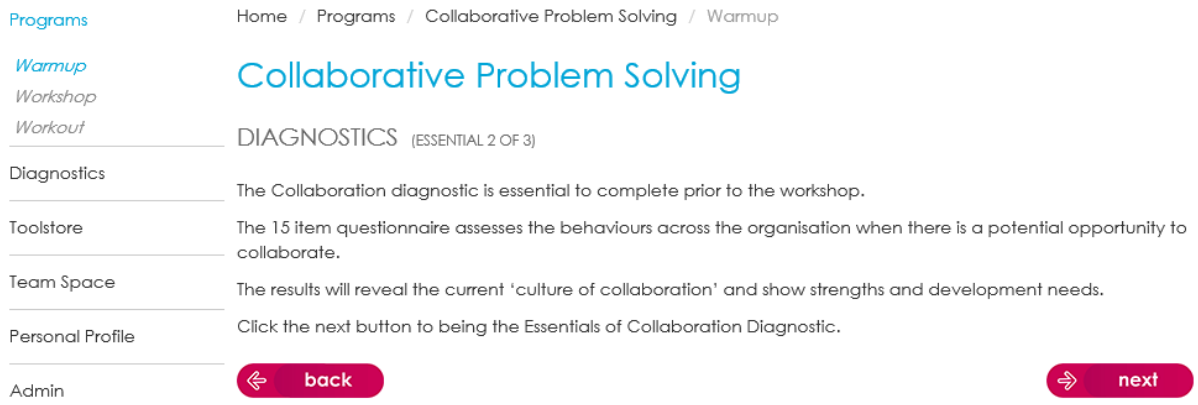
Collaborative Problem Solving
The Collaborative Problem Solving program will give you a collaboration method and toolset for use in any team setting and as a personal resource.
QUICK BRIEFING (ESSENTIAL 1 OF 3)
Six TAKEAWAYS make this workshop and the subsequent workout activities one of the most popular of the Think One Team programs.
6. Commit to ACTION
1. Find BREAKTHROUGH benefits
GET READY FOR THESE TAKEAWAYS
5. Gain a shared LANGUAGE
2. Handle the THREATS to collaboration
4. Learn a powerful TOOL
3. Choose the RIGHT PROBLEMS
next

Warm up Essential 2 of 3 Complete the Diagnostics

Click next to complete the Diagnostic, the diagnostic will typically have between 15 – 25 questions. Please be open and honest as your comments are anonymous and will be discussed at the workshop.

Note you can only view the results in Team Space after the workshop.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Collaborative Problem Solving
DIAGNOSTICS (ESSENTIAL 2 OF 3)
The Collaboration diagnostic is essential to complete prior to the workshop.
The 15 item questionnaire assesses the behaviours across the organisation when there is a potential opportunity to collaborate.
The results will reveal the current 'culture of collaboration' and show strengths and development needs.
Click the next button to being the Essentials of Collaboration Diagnostic.
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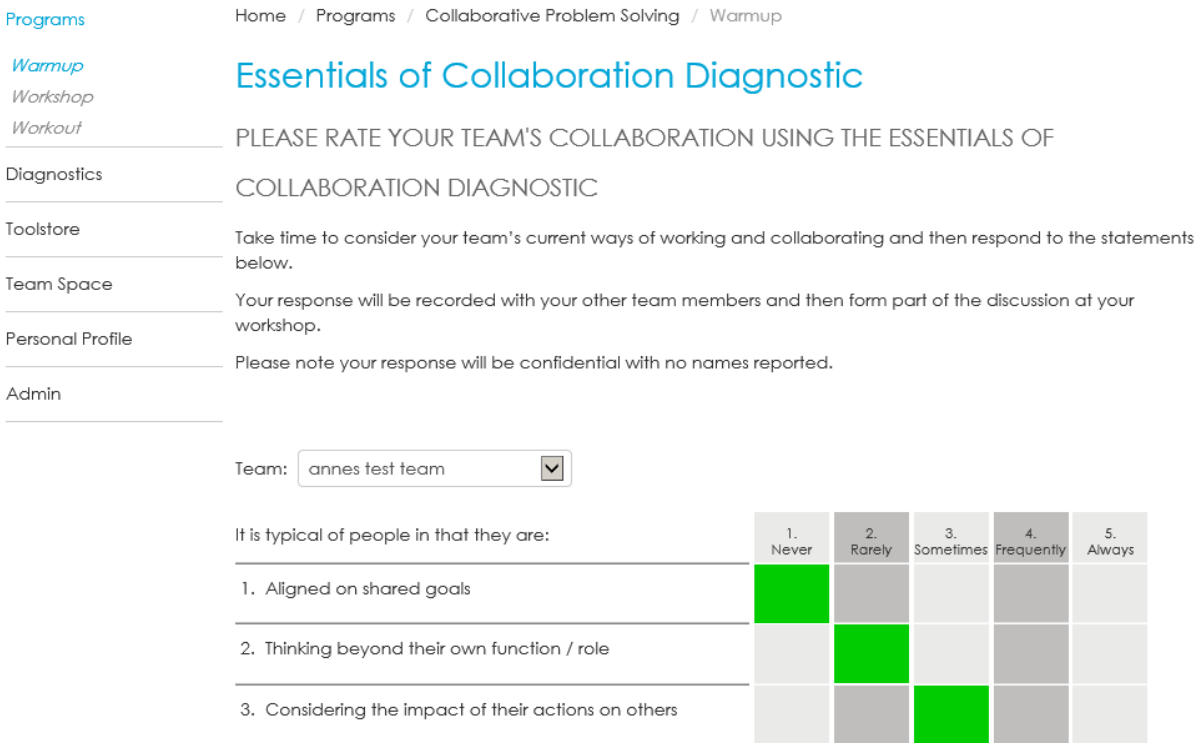
Diagnostic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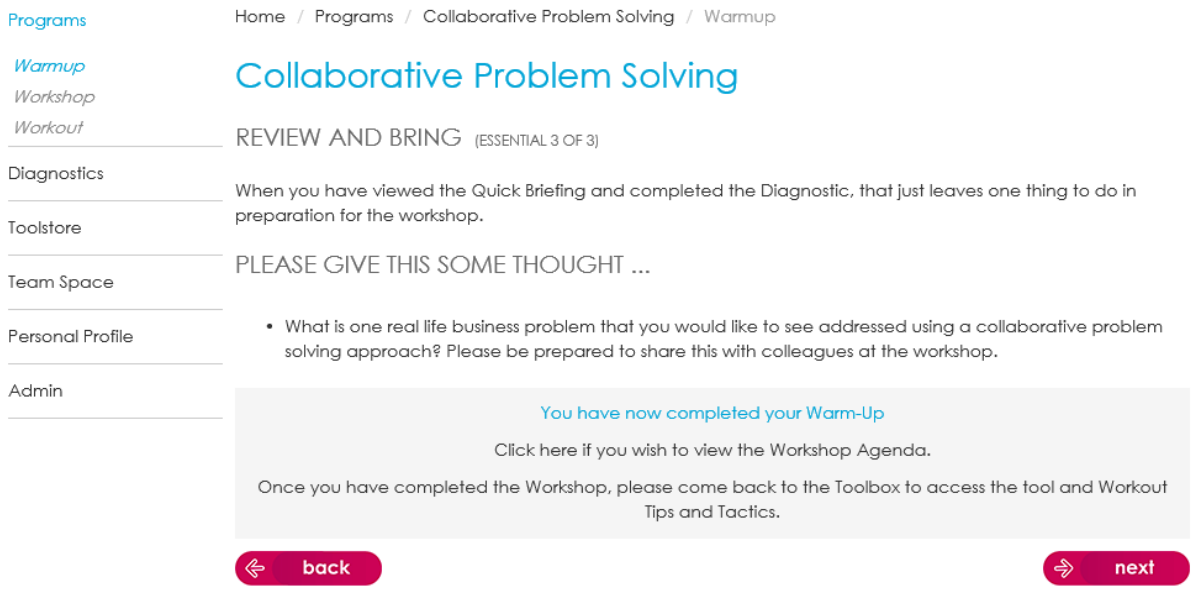
Essentials of Collaboration Diagnostic
PLEASE RATE YOUR TEAM'S COLLABORATION USING THE ESSENTIALS OF COLLABORATION DIAGNOSTIC
Take time to consider your team's current ways of working and collaborating and then respond to the statements below.
Your response will be recorded with your other team members and then form part of the discussion at your workshop.
Please note your response will be confidential with no names reported.
Team: annes test team
It is typical of people in that they are:
1. Never
2. Rarely
3. Sometimes
4. Frequently
5. Always
1. Aligned on shared goals
2. Thinking beyond their own function / role
3. Considering the impact of their actions on others

Warm up Essential 3 of 3

This section is to guide thinking for the workshop and provides questions for you to consider. Bring your answers to the Workshop for further discussion.

Your can also check out your workshop agenda to think about what is going to happen at the workshop.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REVIEW AND BRING (ESSENTIAL 3 OF 3)
When you have viewed the Quick Briefing and completed the Diagnostic, that just leaves one thing to do in preparation for the workshop.
PLEASE GIVE THIS SOME THOUGHT ...
• What is one real life business problem that you would like to see addressed using a collaborative problem solving approach? Please be prepared to share this with colleagues at the workshop.
You have now completed your Warm-Up
Click here if you wish to view the Workshop Agenda.
Once you have completed the Workshop, please come back to the Toolbox to access the tool and Workout Tips and Tactics.
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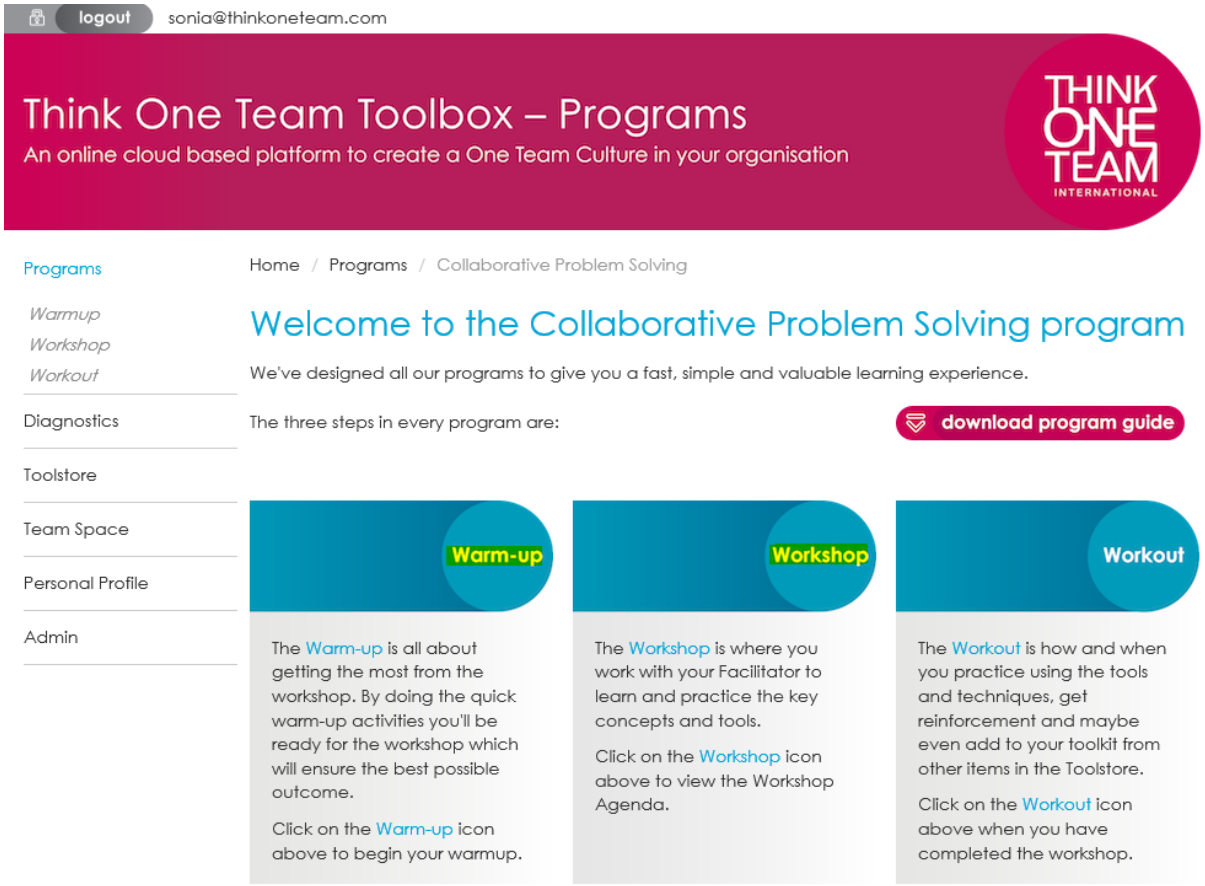
Workshop

Now it is time to attend your Workshop, before you go, review the agenda for further information; think about what is going to happen!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Click on the Workout icon above when you have completed the workshop.

Workout

Once you have attended your Workshop it is time for the Workout. This is where you can really use the Toolbox.

In the Workout section you can:

- ✓ Get a link to the tools used within your workshop
- ✓ Give some thought to how you are going to apply what you learnt at the workshop
- ✓ Do a quiz to see what your learnt
- ✓ Go to the Team space to work with your team

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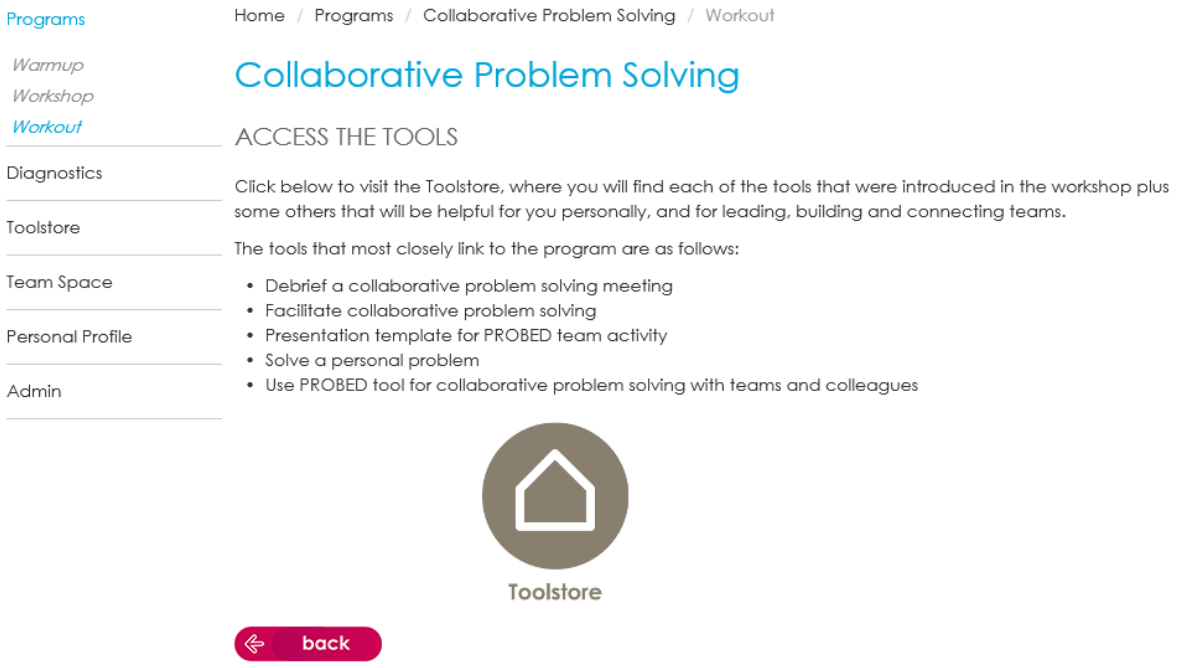
Collaborative Problem Solving
MAINTAINING THE MOMENTUM
The workshop has given you and your colleagues the shared understanding, tools and commitment to make collaborative problem solving a real business strength.
The challenge now is to bring the enthusiasm and skills gained in the workshop into the regular operating rhythm of your teams.
Here are some 'one team' strategies to follow:
Access and practice using the tools online in the Toolstore
Drive the PROBED projects from the workshop
Refresh the key issues covered in the workshop
Track and reinforce progress in the Team space

If you want to use the tools from the workshop, access the Tools online.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Collaborative Problem Solving
ACCESS THE TOOLS
Click below to visit the Toolstore, where you will find each of the tools that were introduced in the workshop plus some others that will be helpful for you personally, and for leading, building and connecting teams.
The tools that most closely link to the program are as follows:
Debrief a collaborative problem solving meeting
Facilitate collaborative problem solving
Presentation template for PROBED team activity
Solve a personal problem
Use PROBED tool for collaborative problem solving with teams and colleagues
Toolstore
back

If you wish to Drive the Projects from the Workshop, click the link and read how to proceed.

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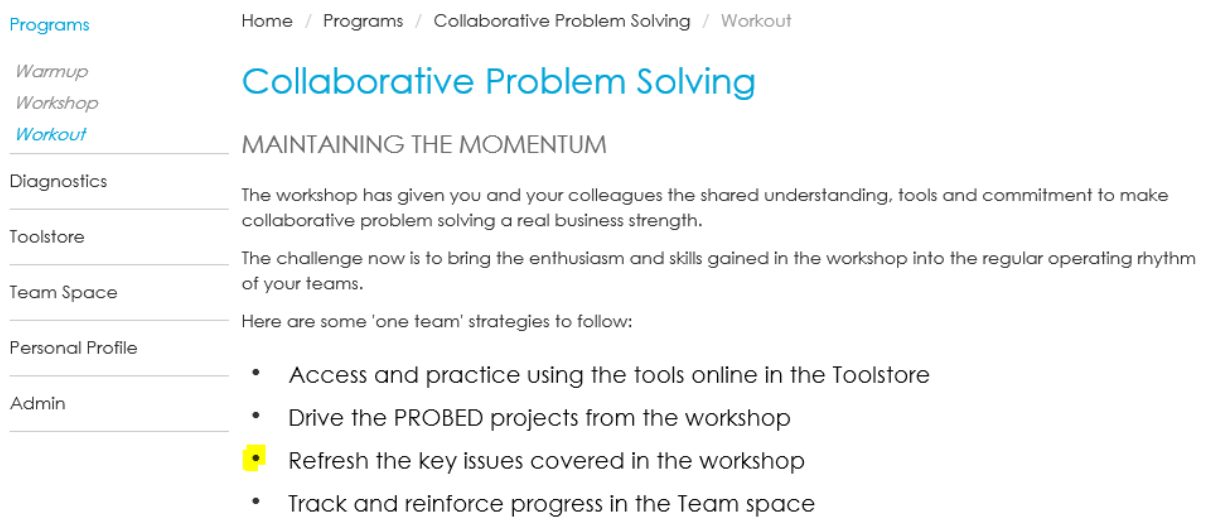
If you wish to Refresh the Key Issues Covered in the Workshop, click the link and take the quiz…..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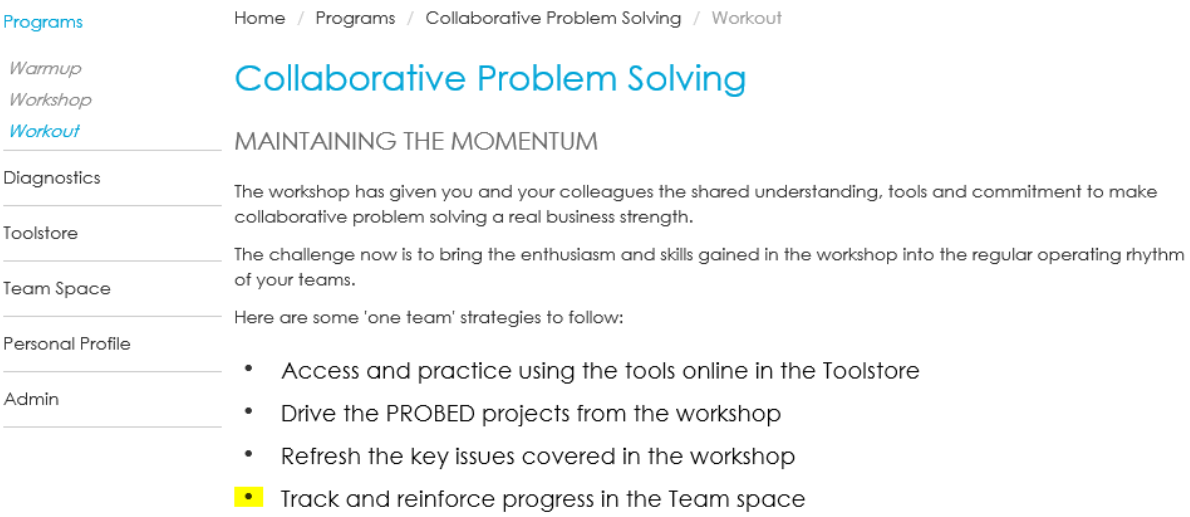
Refresh the key issues covered in the workshop
Track and reinforce progress in the Team space

If you wish to Track and Reinforce Progress, click the link and go to Team Space to begin.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TRACK AND REINFORCE TEAM PROGRESS
The Team Space in the Toolbox is like a private room which has been set aside for your team to store important information and track progress. Use the Team Space to monitor and review how well the team is collaborating using the Essentials of Collaboration Tracker.
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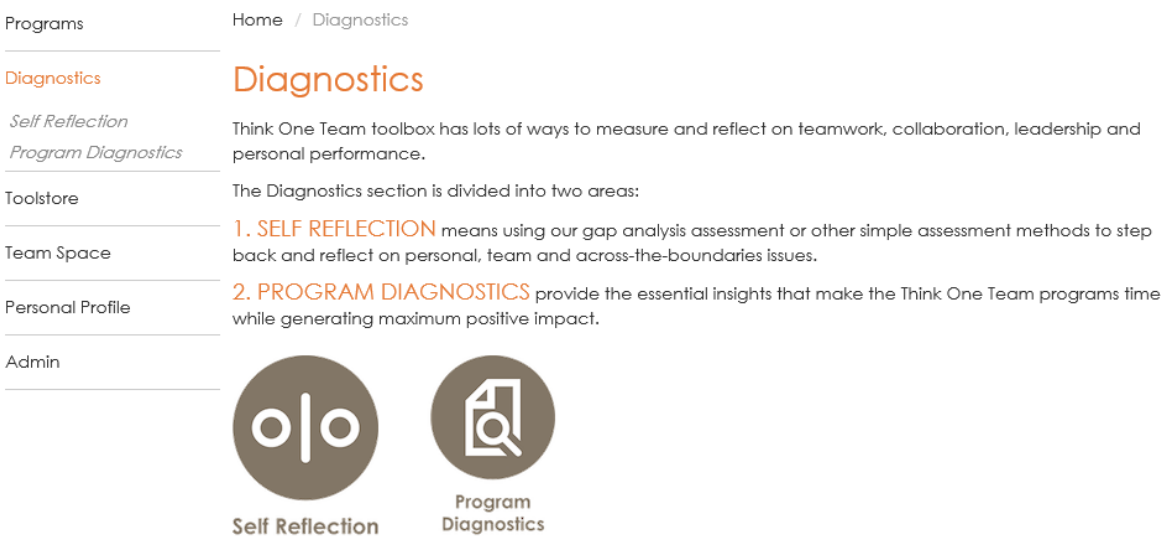
Team Space

Diagnostics

The Diagnostics section is completed as part of your preparation for area of the Toolbox.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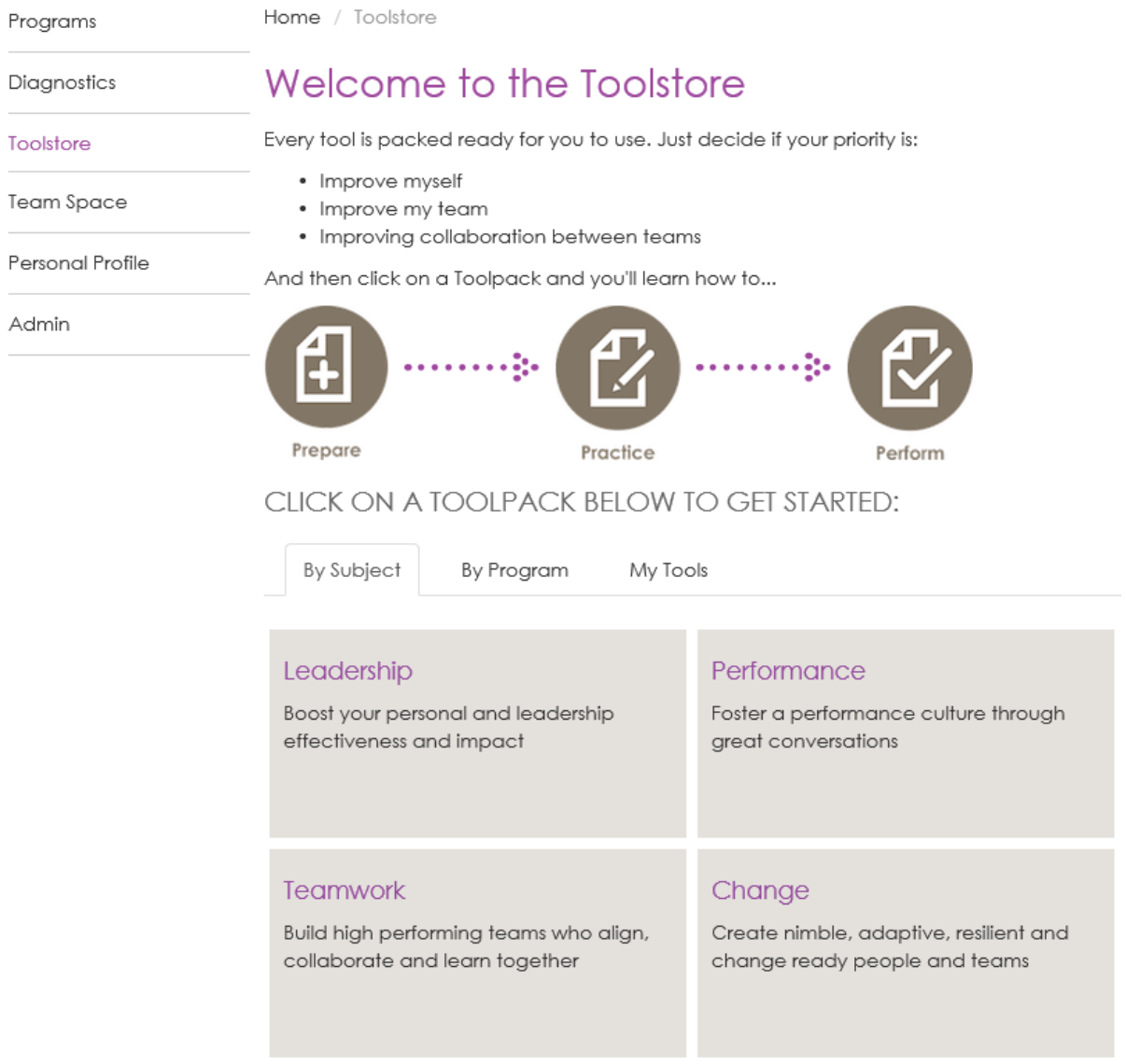
Diagnostics
Think One Team toolbox has lots of ways to measure and reflect on teamwork, collaboration, leadership and personal performance.
The Diagnostics section is divided into two areas:
1. SELF REFLECTION means using our gap analysis assessment or other simple assessment methods to step back and reflect on personal, team and across-the-boundaries issues.
2. PROGRAM DIAGNOSTICS provide the essential insights that make the Think One Team programs time while generating maximum positive impact.
Self Reflection
Program Diagnostics

Toolstore

The Toolstore is amazing! There are so many tools to use. You only have access to the tools that are part of your program you and also some tools to help Align, Collaborate and Learn.

Using the search function gives an excellent overview of the TOTI programs, searching by subject and by program.

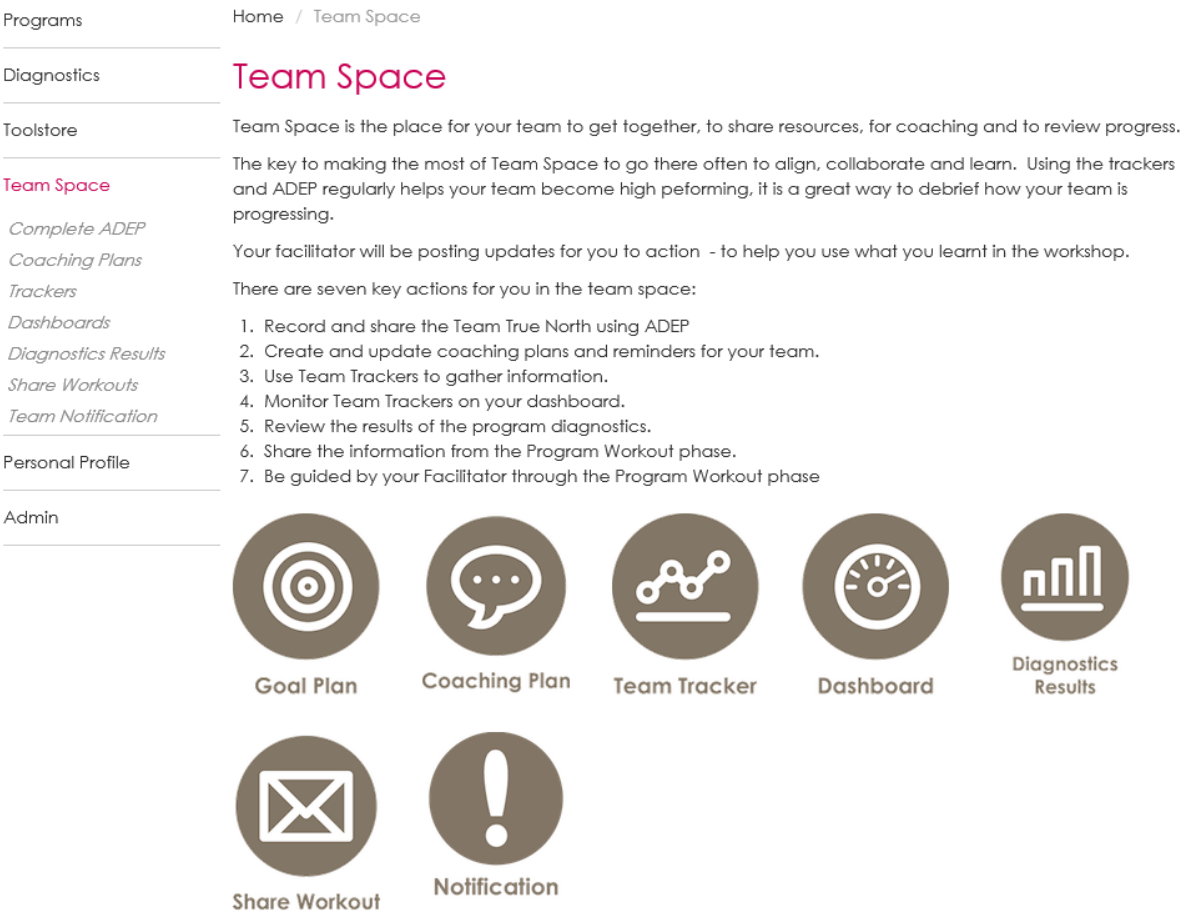
Each tool has 3 steps in which you need to complete, Prepare, Practice and Perform. Step through these to better assist you complete the tool to gain the most effective outcome.



Team Space

The Team Space section of the Toolbox is the place you can get your team together, coach your team and review progress. There are seven areas you can access within the Team Space:

- Complete Goals
- Create Coaching Plans
- Use Team Trackers
- View Dashboards
- View Diagnostic Results
- Share Workouts
- Notify the team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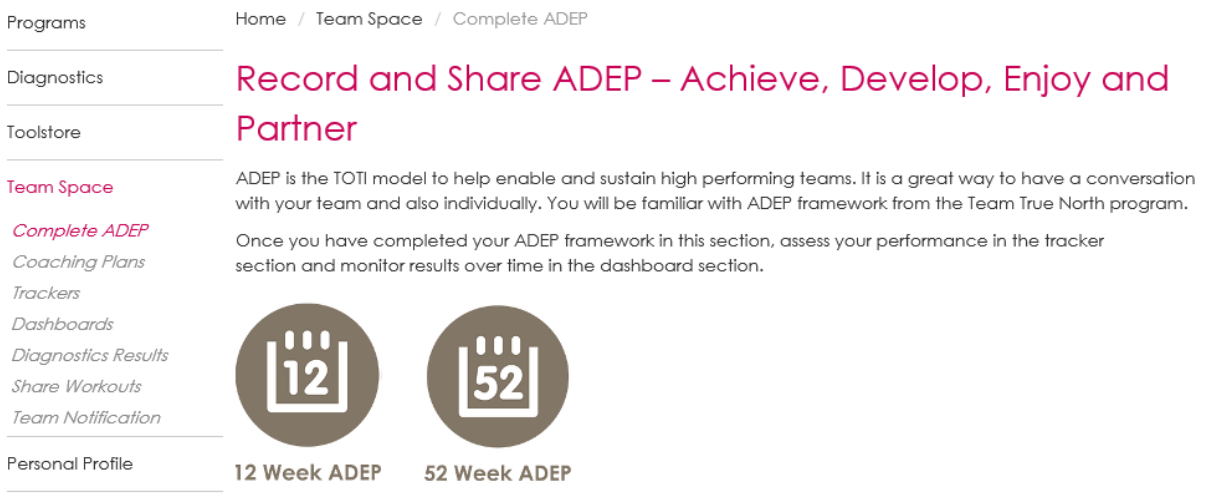
Team Space
Team Space is the place for your team to get together, to share resources, for coaching and to review progress.
The key to making the most of Team Space to go there often to align, collaborate and learn. Using the trackers and ADEP regularly helps your team become high peforming, it is a great way to debrief how your team is progressing.
Your facilitator will be posting updates for you to action - to help you use what you learnt in the workshop.
There are seven key actions for you in the team space:
1. Record and share the Team True North using ADEP
2. Create and update coaching plans and reminders for your team.
3. Use Team Trackers to gather information.
4. Monitor Team Trackers on your dashboard.
5. Review the results of the program diagnostics.
6. Share the information from the Program Workout phase.
7. Be guided by your Facilitator through the Program Workout phase
Goal Plan
Coaching Plan
Team Tracker
Dashboard
Diagnostics Results
Share Workout
Notification

Complete Goals

Here you can complete or update your 12 week and 52 week goals using the ADEP (Achieve, Develop, Enjoy and Partner) Tool. Type what your goals are and track the performance using the tracker and view it on the Dashboard.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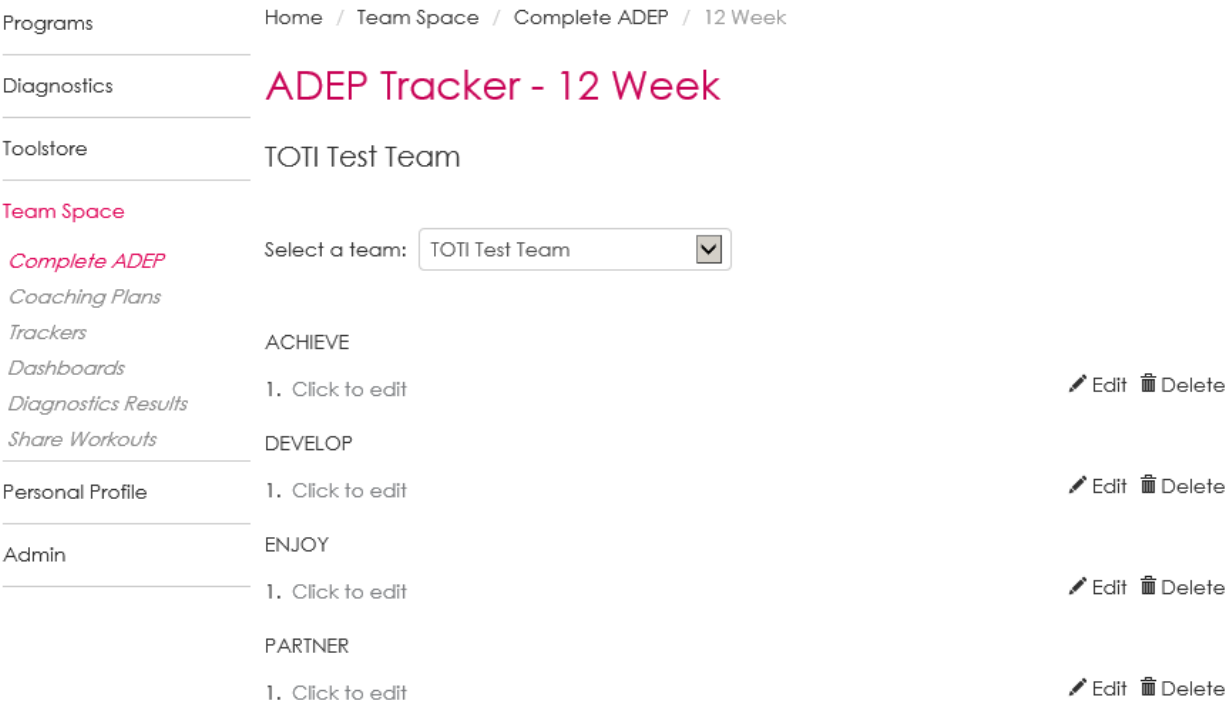
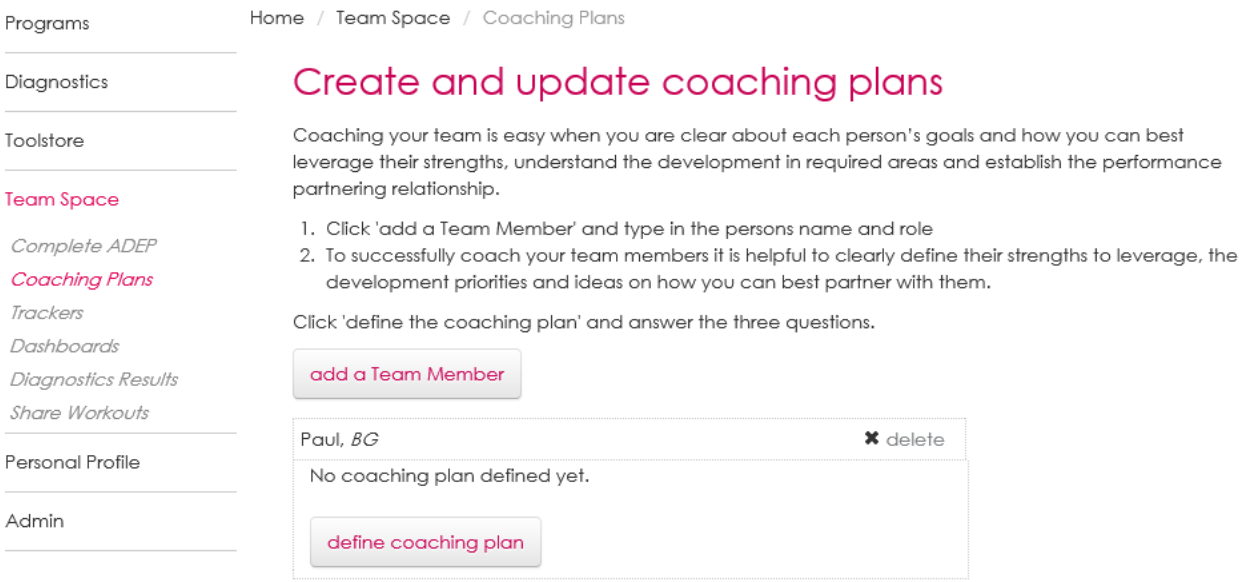
Record and Share ADEP – Achieve, Develop, Enjoy and Partner
ADEP is the TOTI model to help enable and sustain high performing teams. It is a great way to have a conversation with your team and also individually. You will be familiar with ADEP framework from the Team True North program.
Once you have completed your ADEP framework in this section, assess your performance in the tracker section and monitor results over time in the dashboard section.
12
52
12 Week ADEP
52 Week ADEP



Create Coaching Plans

The coaching plan is to assist team leaders. It offers space to use coaching skills, and areas for development and how you can partner together. Add a team member and reflect on the three questions to start to define their coaching plan.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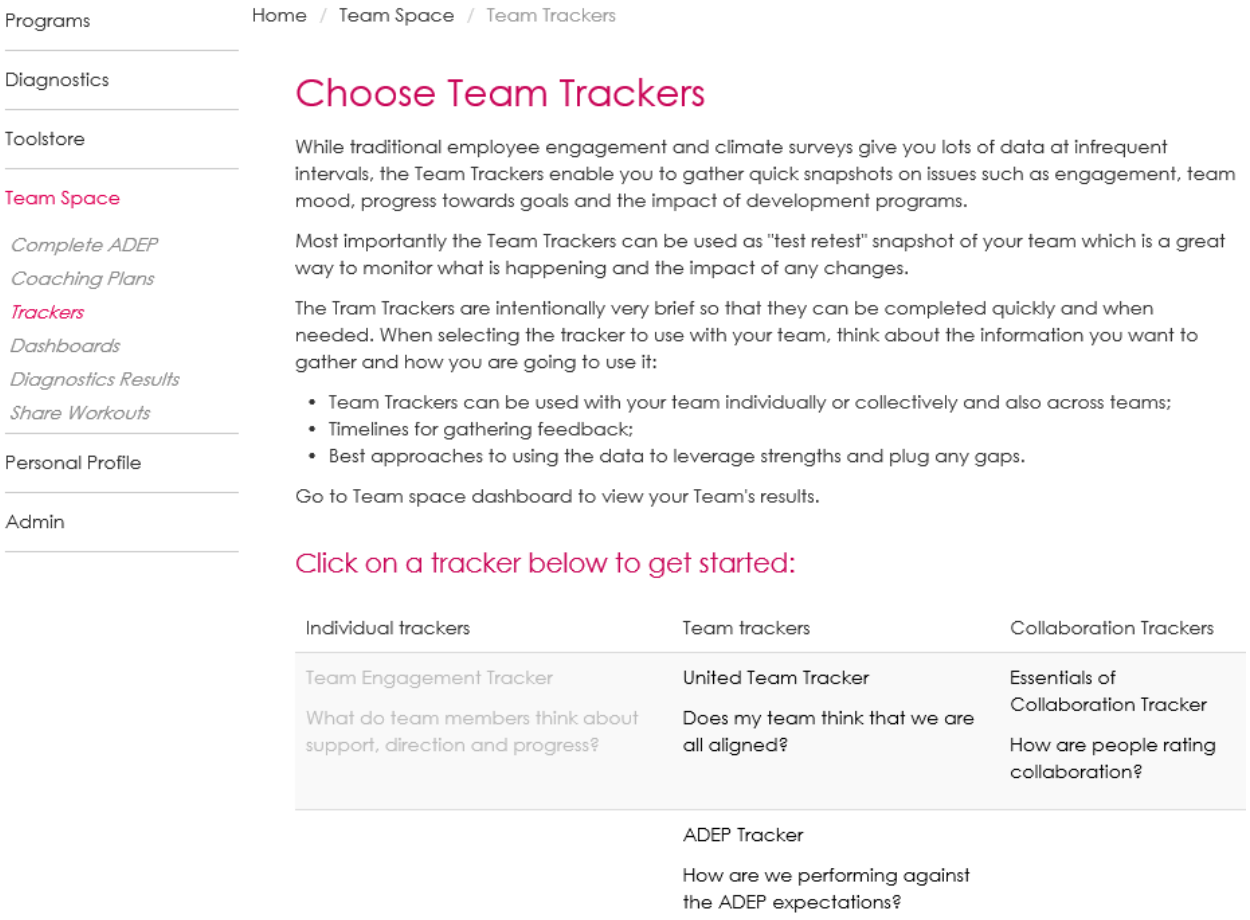
Create and update coaching plans
Coaching your team is easy when you are clear about each person's goals and how you can best leverage their strengths, understand the development in required areas and establish the performance partnering relationship.
1. Click 'add a Team Member' and type in the persons name and role
2. To successfully coach your team members it is helpful to clearly define their strengths to leverage, the development priorities and ideas on how you can best partner with them.
Click 'define the coaching plan' and answer the three questions.
add a Team Member
Paul, BG
delete
No coaching plan defined yet.
define coaching plan

Use Team Trackers

The purpose of the Team Trackers is to provide some snapshot of change within a team. In asking a team to regularly complete a tracker, gives insight into how a team is operating. As a "test retest" the trackers are ideal way to monitor what is happening.

The results are anonymous, so a safe way to get and give good feedback.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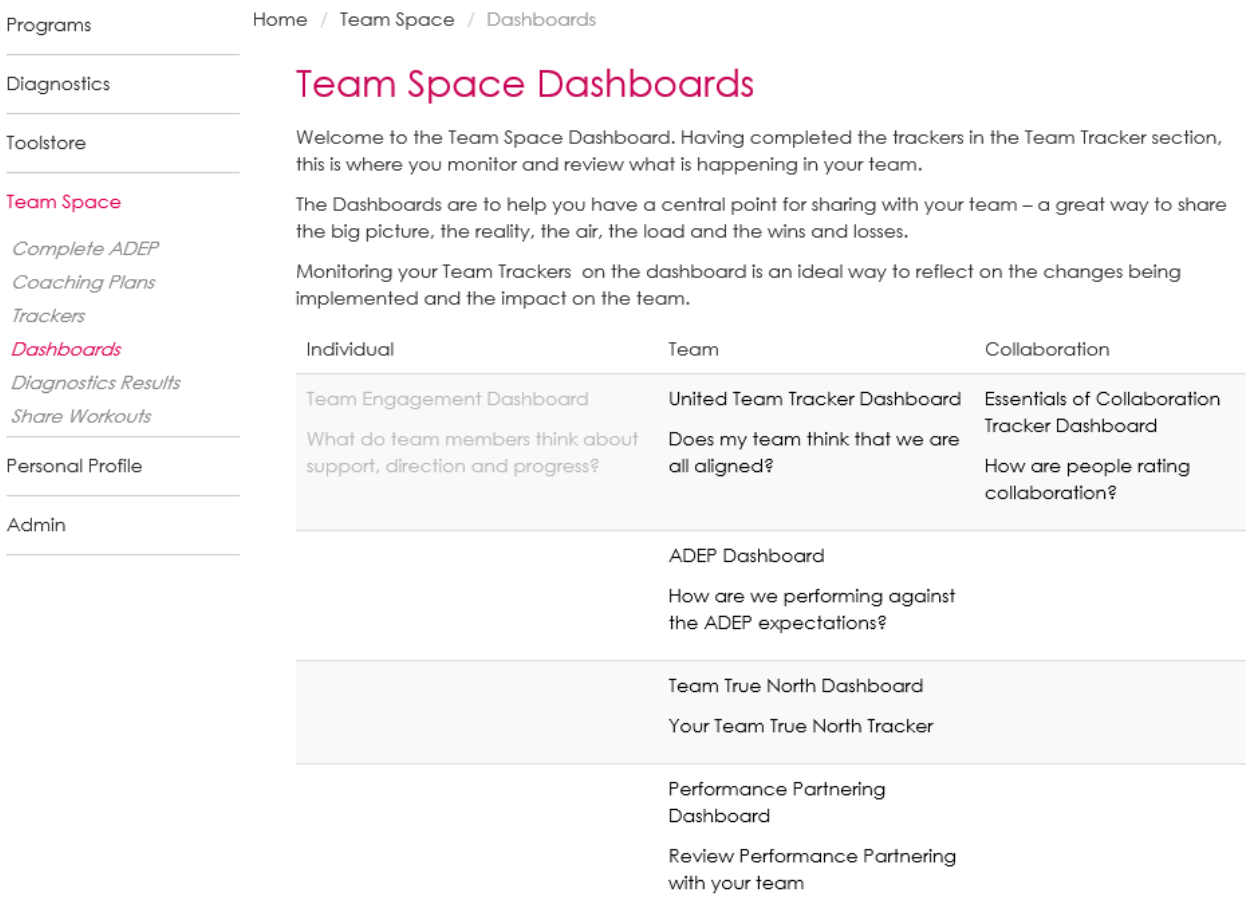
Choose Team Trackers
While traditional employee engagement and climate surveys give you lots of data at infrequent intervals, the Team Trackers enable you to gather quick snapshots on issues such as engagement, team mood, progress towards goals and the impact of development programs.
Most importantly the Team Trackers can be used as "test retest" snapshot of your team which is a great way to monitor what is happening and the impact of any changes.
The Tram Trackers are intentionally very brief so that they can be completed quickly and when needed. When selecting the tracker to use with your team, think about the information you want to gather and how you are going to use it:
• Team Trackers can be used with your team individually or collectively and also across teams;
• Timelines for gathering feedback;
• Best approaches to using the data to leverage strengths and plug any gaps.
Go to Team space dashboard to view your Team's results.
Click on a tracker below to get started:
Individual trackers
Team trackers
Collaboration Trackers
Team Engagement Tracker
What do team members think about support, direction and progress?
United Team Tracker
Does my team think that we are all aligned?
Essentials of Collaboration Tracker
How are people rating collaboration?
ADEP Tracker
How are we performing against the ADEP expectations?

Dashboard

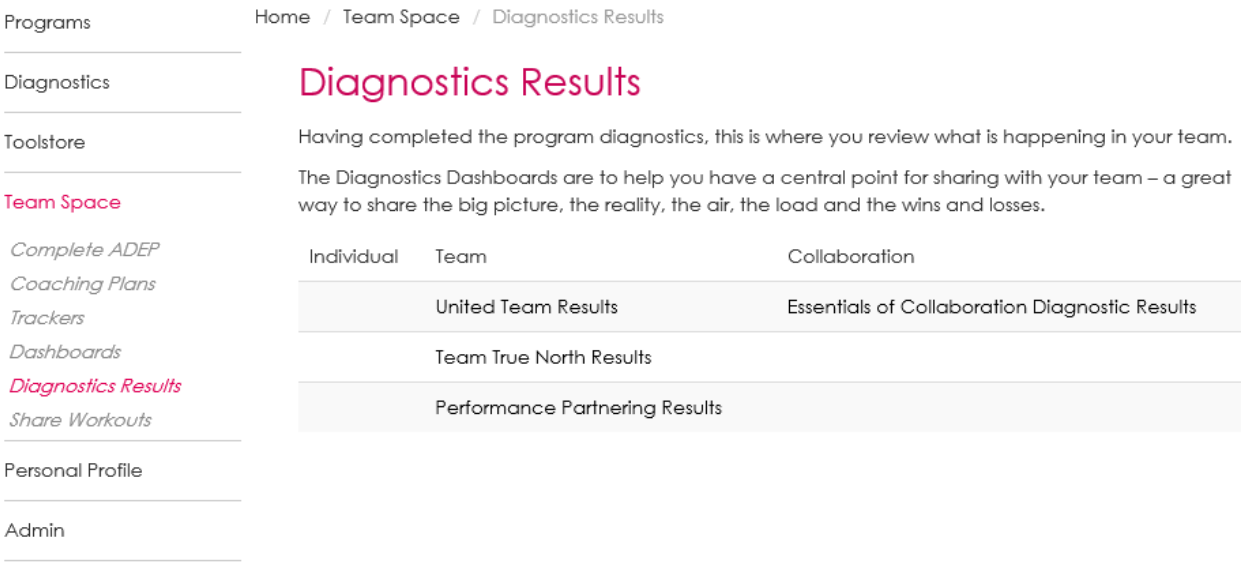
Having completed a tracker go to the Dashboard to see the results. In reviewing the results consider the areas of strength for your team. In reviewing the results that need some development, consider what you need to do.

You could ask the facilitator what tools to use, is a debrief needed? Use these results for action.


Programs
Diagnostics
Toolstore
Team Space
Complete ADEP
Coaching Plans
Trackers
Dashboards
Diagnostics Results
Share Workouts
Personal Profile
Admin
Home / Team Space / Dashboards
Team Space Dashboards
Welcome to the Team Space Dashboard. Having completed the trackers in the Team Tracker section, this is where you monitor and review what is happening in your team.
The Dashboards are to help you have a central point for sharing with your team – a great way to share the big picture, the reality, the air, the load and the wins and losses.
Monitoring your Team Trackers on the dashboard is an ideal way to reflect on the changes being implemented and the impact on the team.
Individual
Team
Collaboration
Team Engagement Dashboard
What do team members think about support, direction and progress?
United Team Tracker Dashboard
Does my team think that we are all aligned?
Essentials of Collaboration Tracker Dashboard
How are people rating collaboration?
ADEP Dashboard
How are we performing against the ADEP expectations?
Team True North Dashboard
Your Team True North Tracker
Performance Partnering Dashboard
Review Performance Partnering with your team

Diagnostics Results

The Diagnostic Results shows you the results of the diagnostics you completed prior to the workshop. Use these results with the tracker results to get an understanding of your team changes and progression.


Programs
Diagnostics
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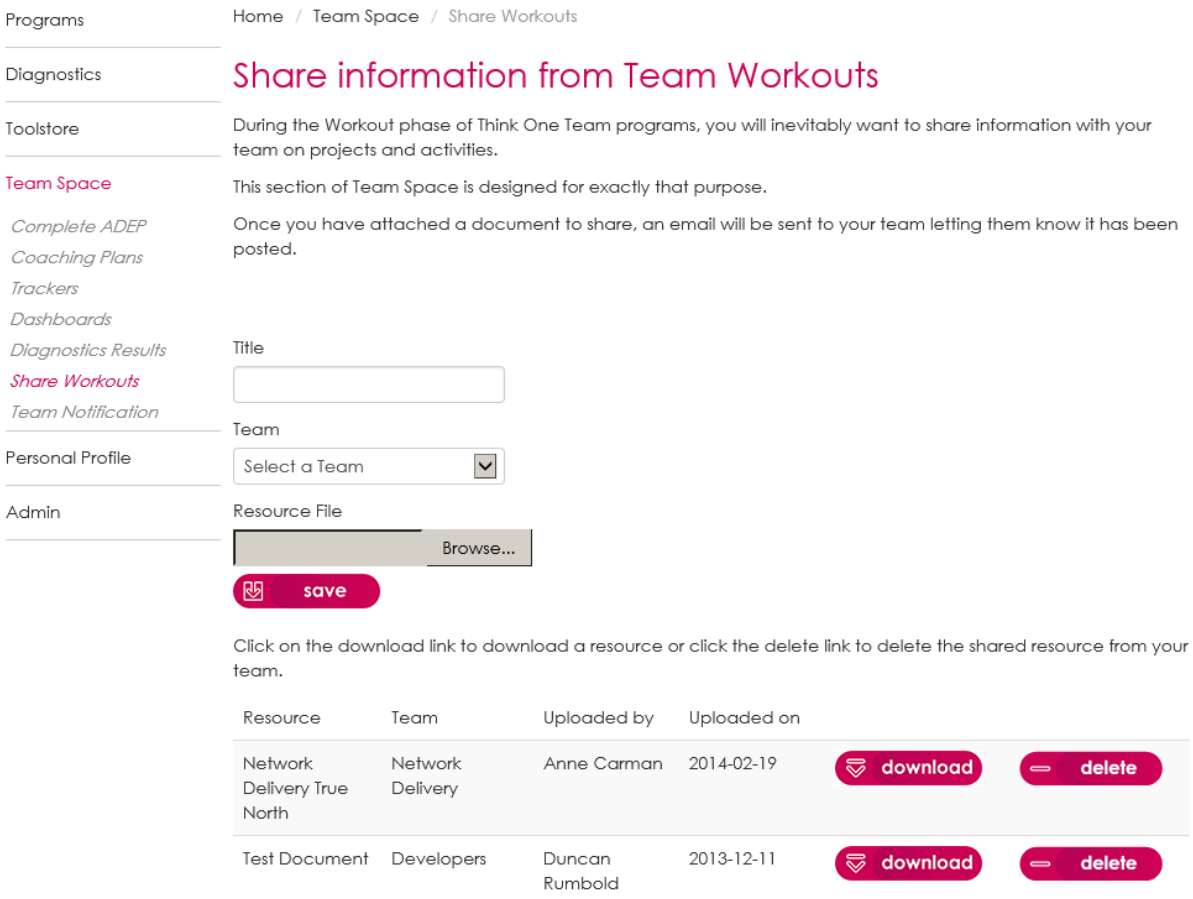
Trackers
Dashboards
Diagnostics Results
Share Workouts
Personal Profile
Admin
Home / Team Space / Diagnostics Results
Diagnostics Results
Having completed the program diagnostics, this is where you review what is happening in your team.
The Diagnostics Dashboards are to help you have a central point for sharing with your team – a great way to share the big picture, the reality, the air, the load and the wins and losses.
Individual
Team
Collaboration
United Team Results
Essentials of Collaboration Diagnostic Results
Team True North Results
Performance Partnering Results

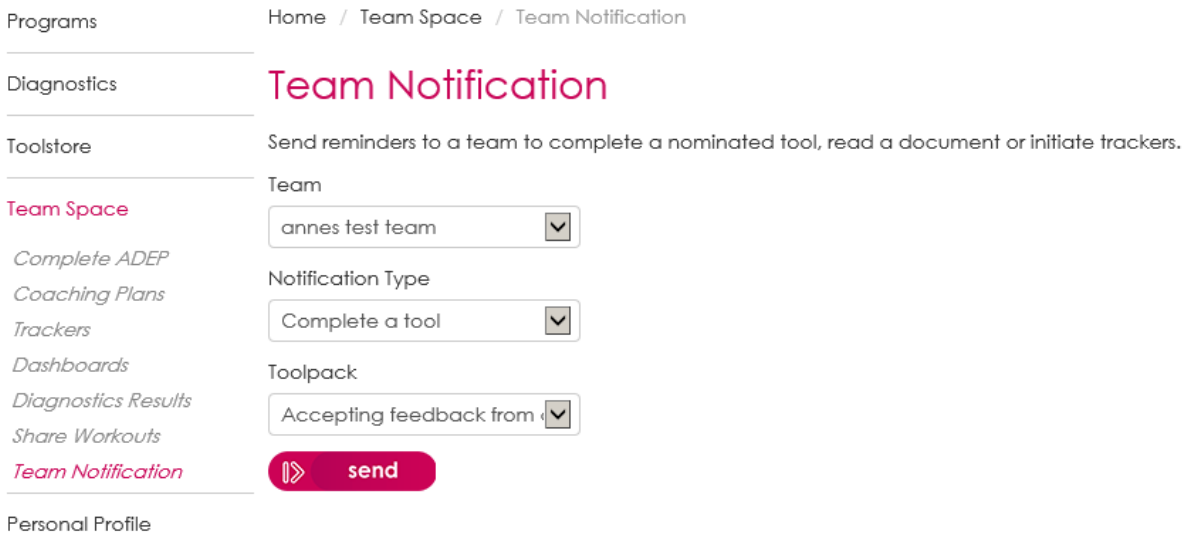
Share Workouts

Share Workouts section is where you can upload documents to share with your team. It might be a tool you completed, or an article you read that is pertinent. Once a document has been uploaded an email is sent to the team directing them to the share workout.



Notify your team

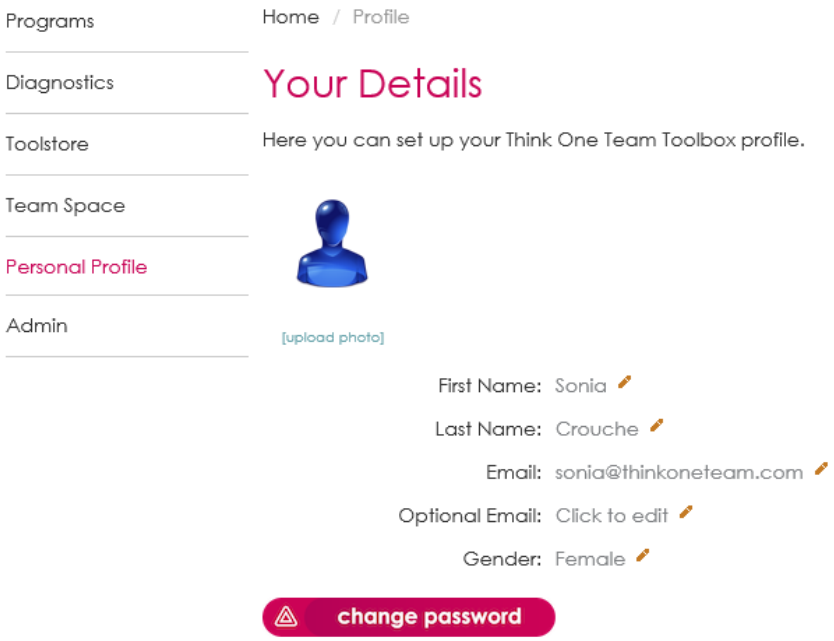
Team Notification allows you to send reminders to a team to complete a tool, read a document or initiate a tracker.



Personal Profile

This section allows you to change or amend your login details. You also have access to change your password here. Click on the pencil icon to amend any area of your profile.

Look great when you upload your photo.



Think One Team International

Toolbox User Manual

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